

**NOTICE OF VACANCY
April 7, 2021**

POSITION: Assistant Director Highway and Sanitation

DEPARTMENT: Public Works

SALARY RANGE: \$94,643.00 - \$104,520.00

HOURS: Monday – Friday 8:30 am to 5:00 pm

Position Purpose:

The purpose of this position is to assist the Director with a variety of supervisory, administrative, technical, and maintenance work in the planning and operation of city highways and sanitation system; performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists in the direction and operation of the City's Highway in an organized and professional manner; assures through planning and day to day operations that all public works facilities are operational, safe, well-maintained, and repaired as required; determines necessary or required repairs or maintenance.
- Supervises crews involved in highway maintenance, snow and ice removal and equipment maintenance and repair.
- Assists in the development of the Department's operating and capital budget; manages and monitors budget expenditures.
- Gathers information to assist in the development of specifications, cost estimates, and prepares work schedules and plans for projects.
- Supervises and inspects road construction, road repair, highway maintenance, street signage; monitors work of contractors against proposal/agreements.
- Supervises and inspects catch basin installation and repair, maintenance and cleaning of drop inlets, drain piping and drainage ditches.
- Develops and implements sand and plowing routes; trains and supervises outside contractors in snow and ice operations; monitors road and weather conditions to determine appropriate course of action.
- Manages State Chapter 90 funding, including filings and reports; consults with District Highway Office relative to available funding and updated specifications required for state funded city roadway repair projects.
- Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree; and at least five to seven (5-7) years of experience in the area of public works, with at least two years specifically in the field of sanitation and road maintenance and repair operations; or any equivalent combination of education and experience. Requires hands-on experience in snow and ice operations and ability to operate trucks, backhoes, graders and loaders.

Special Requirements:

A Massachusetts Class 2A Hoisting Engineers License

A Massachusetts Class B Commercial Driver's License (Class A preferred)

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of materials methods and techniques relative to road construction and maintenance, vehicle maintenance, and sanitation. Knowledge of snow and ice control techniques and practices. Working knowledge of the laws/rules/regulations pertaining to division operations.

Ability: Ability to determine potential problem areas and coordinate work crews as required. Ability to plan, organize, assign, lead, and manage the work of groups of employees engaged in a variety of public works construction and maintenance operations. Ability to operate and maintain various equipment used.

Skill: Skill in operation of the listed tools and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. Frequently required to stand and talk or hear. Occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. Frequently lifts and/or moves up to 60 pounds. Specific vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus.

Supervision:

Supervision Scope: Performs a variety of supervisory and administrative duties, which require the independent exercise of judgment and initiative.

Supervision Received: Works under the general supervision of the Director, Highway and Sanitation.

Supervision Given: Supervises department employees.

Job Environment:

- Work is occasionally performed under normal office conditions, but more frequently out in the field under seasonal outdoor weather conditions. Occasionally works near moving mechanical parts and is occasionally exposed to wet, cold, humid conditions and vibration as well as other hazards associated with construction sites and public works projects. Noise is generally loud in level.

- May be required to operate heavy trucks, heavy equipment, pneumatic tools, power tools, and hand tools associated with highway work. Operates standard office equipment in the office including telephone, computer, and printer. Uses equipment to perform measurements in the field.
- Interacts frequently with contractors, suppliers, sales representatives and other municipal personnel. Communication is generally in person and by telephone.
- Has access to all confidential division-related personnel information, which requires the application of appropriate judgment, discretion and professional protocols.
- Errors could result in personal injury or loss, confusion, damage to buildings/equipment, delays or loss of service, adverse public relations, legal ramifications and financial loss; in some cases errors could endanger safety of employees and the general public; most errors are difficult to detect.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

Please visit our website:

www.framinghamma.gov/jobs

The City of Framingham is an Affirmative Action Equal Opportunity Employer.